





The Pen Museum  
 The Argent Centre  
 60 Frederick Street  
 Birmingham B1 3HS  
 penmuseum.org.uk  
 enquiries@penmuseum.org.uk  
 0121 236 9834

 @thepenmuseum  
 search 'pen museum'

**Application for Membership** (Subscriptions are due on 1 April each year.)

I wish to apply to become a member/renew my membership\* of The Birmingham Pen Trade Heritage Association  
 (\*please delete as applicable)

Title..... Surname.....

First Name: ..... Initials.....

Address: .....

.....

.....

..... Post Code: .....

Telephone No: ..... Email Address: .....

I am applying for/renewing membership\* as follows:

Full Membership	£15.00	Yes/No*
Full Membership (couples)	£25.00	Yes/No*
Overseas Membership	£18.75	Yes/No*
Overseas Membership (couples)	£30.00	Yes/No*

(\* Please delete as applicable)

I also wish to make a donation to support the work of the "Association" Yes/No\*

I enclose cash/cheque for £..... To cover the cost of membership for the year and my donation; your cheque (in sterling and drawn on a UK Bank) should be made payable to: "The Birmingham Pen Trade Heritage Association". Payment via BACS can be made to The Birmingham Pen Trade Heritage Association: Sort code: 306261 Acc. No. 35716160.

The Birmingham Pen Trade Heritage Association can benefit further from your subscription (at no additional cost to yourself) if you "Gift Aid" your subscription. If you are willing to do this, but haven't done so already, please complete the declaration overleaf.

Signature..... Date: .....

## The Gift Aid Scheme

### Boost your donation by 25p of Gift Aid for every £1 you donate.

The Gift Aid scheme allows charitable organisations to reclaim basic rate tax from HM Revenue & Customs for every pound donated by a UK taxpayer. There will not be any additional cost to the taxpayer. Under this scheme membership subscriptions may be treated as donations.

There is no minimum amount and all that is needed is for the donor to make a declaration to the effect that they confirm having paid or will pay Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs that they donate to will reclaim on their gifts in that tax year. Before completing and signing the Gift Aid Declaration, please be sure you read and understand the declaration and attached notes. There is no requirement for your signature to be witnessed.

#### Notes:

- 1) If your declaration covers donations you may make in the future:
  - a) Please notify the charity if you change your name and/or address
  - b) You may cancel the declaration at any time by notifying the charity. Donations made after the date of cancellation will not be eligible for Gift Aid
- 2) You confirm that I am a UK Income or Capital Gains taxpayer. You have read this statement and want the charity or Community Amateur Sports Club (CASC) named above to reclaim tax on the donation detailed below, given on the date shown. You understand that if you pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of your donations it is your responsibility to pay any difference. You understand the charity will reclaim 25p of tax on every £1 that you have given.
- 3) If in the future your circumstances change and you no longer pay Income Tax and/or Capital Gains Tax equal to the tax the charities reclaim on your donations, you must cancel your declaration.
- 4) If you pay tax at the Higher Rate, you can claim further tax relief in your Self-Assessment tax return
- 5) If you are unsure whether your donations qualify for Gift Aid tax relief, further guidance is available from the HM Revenue website or your local tax office.

## The Gift Aid Declaration

I wish the Birmingham Pen Trade Heritage Association to further benefit from the Gift Aid legislation. This declaration applies to all eligible membership subscriptions and donations I have made during the last four year period and until further notice.

Full Name: .....

Address: .....

.....Post Code: .....

Signed .....Dated.....